

**DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES**

Subj: EXERCISE AND HEALTH ACTIVITY

Date: April 28, 2001

Ref: (a) Governor, State of Utah Memorandum dated 30 August 1993

Purpose:

The beneficial effects of regular exercise and other health related activities such as routine checkups and participation in health fairs is well documented. Such activities can be a significant factor in preventing disease, lowering stress, improving one's mental state and outlook on life as well as improving the general quality of life. In the job setting this equates to greater productivity and reduced absenteeism. Therefore, this policy is established to encourage participation in activities that promote a healthy lifestyle by employees within the Department of Administrative Services.

Policy:

1. The Department of Administrative Services encourages all employees to engage in a regular program of aerobic exercise and health improvement. Aerobic exercise is defined as follows :

- a. Raising the heart and breathing rates.**
- b. At least 25 to 30 continuous minutes of exercise.**
- c. Exercise that increases the heart rate by 60 to 75 percent of its average maximum rate.**

2. Employees may be granted up to 30 minutes a day for a maximum of three days per week to participate in an approved program of aerobic exercise. Employees may not enter into exercise agreements that shorten their work day by allowing them to come into work late or leave work early. Exercise agreements are subject to the following guidelines:

- a. The anticipated program must include aerobic exercise as defined herein.**

b. Employees are encouraged to seek medical advice regarding type and vigor of their proposed exercise program.

c. Employees must gain approval to participate in this policy from their division director or designee in advance. An agreement must be included in the employee's personnel file that outlines the program to be followed and the general time of day that it will be accomplished. This agreement is to be signed by the employee and the employee's immediate supervisor before being approved and signed by the division director. The exercise agreement must be renewed annually during June for the following fiscal year. See Attachment (1)

d. The program of exercise must be approved by the division director or director's designee. Exercise programs such as structured aerobics, walking, jogging, or bicycling are examples of the types of exercise which qualify for approval.

e. Participation in this program should normally be accomplished as an extension of the normal lunch hour. Exceptions can be granted on a case-by-case basis to allow an employee to extend their morning or afternoon break to accomplish their exercise program.

f. Exercise time is not cumulative (time not used during the week cannot be carried over into the next week).

g. Each month, participating employees shall complete an exercise log indicating the date, time and type of exercise they engaged in during their release time. See Attachment (2)

h. Authorization to participate in this program may be revoked if the provisions of this program are violated, including repeated violation of the basic intent of the program which is to adopt a regular program of exercise to enhance and improve physical conditioning.

i. Authorization to participate in this program will be revoked if it interferes with an employee's ability to accomplish work assignments in a timely and accurate manner.

3. Only full-time employees with benefits are authorized to participate in this program.

4. Employees on formal corrective action are not eligible to participate in this program.

5. To ensure the department does not incur overtime costs unnecessarily, participation in this program will be suspended on weeks when an employee is working overtime.

6. Administrative leave time used by employees as part of their exercise program is considered non-work time. Employees assume all risks associated with participating in the department's exercise program. Employees are not eligible for workers' compensation should they be injured while exercising.

7. Employees are urged to attend other health improvement activities such as health assessment workshops, stress management and smoking cessation seminars, and weight control programs. Division directors are encouraged to provide flexible scheduling and opportunities for employees to attend such programs. The reference states that employees may be authorized up to three hours release time annually for *Healthy Utah* assessments and workshops.

DEPARTMENT OF ADMINISTRATIVE SERVICES

Exercise Agreement

The Department of Administrative Services, _____, grants
Division
permission to _____ to participate in an exercise work release program
Employee's Printed Name
to promote the physical well-being of the employee. The type of exercise is _____.

General Provisions

This exercise work release program is governed by the provisions of departmental policy on Exercise and Health Activity. The authorization to participate in this physical fitness program will remain in effect unless:

- a. there is a violation of the terms of this agreement and/or the intent of the program as defined in departmental policy; or
- b. the program is canceled or otherwise determined to be unauthorized by competent authority.

It is intended that this program be enacted whereby the exercise period is an extension of the normal lunch break. Exceptions may be authorized by the division director should special circumstances warrant such action. The days and times in which the undersigned employee anticipates exercising are:

Day of Week

Time

One-half hour per day for a maximum of three days per week can be used as a part of this program. Exercise periods cannot be used to shorten the workday.

Certification and Authorization

By signing, I certify that I understand and agree to all terms and conditions of the department's Exercise and Health Activity program as addressed in departmental policy and on this agreement form. I consent to voluntarily participate in this program and assume all risks associated with my designated exercise program. I waive and release all rights and claims against the Department of Administrative Services for any and all injuries, ailments or other consequences that I may suffer from my participation in the department's exercise program.

Following is a brief description of my intended exercise program:

Employee Signature
Date

Date

Supervisor Signature

Division Director's Signature

Date

**DEPARTMENT OF ADMINISTRATIVE SERVICES
EXERCISE LOG**

Employee Name: _____ **Date:** _____
Month/Year

Date	Time	Type of Exercise

I certify that I have exercised during the aforementioned times in accordance with my exercise agreement.

Name **Date**